



SAM Registration Guide

U.S. Embassy Pristina
Public Diplomacy Section

STEP BY STEP GUIDE



THIS IS A SUPPLEMENTAL GUIDE TO ASSIST APPLICANTS WITH THEIR REGISTRATION. THIS
IS NOT AN OFFICIAL U.S. DEPARTMENT OF STATE DOCUMENT.



What has changed?

As of **April of 2022**, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a **Unique Entity Identifier (SAM)** created in SAM.gov.

As of **January 2023**, a CAGE/NCAGE number is no longer needed to register on SAM.gov!

This change only applies to new financial assistance registrants. If you are registered in SAM.gov, and already have a CAGE code or NCAGE code, this change does not apply to you. For renewals then the purpose update will apply.



Choose one of the following that best describes your entity scenario:



Scenario 01

Your entity **has** active/ inactive SAM account and has UEI.

PAGE 4 →



Scenario 01

Your entity **does not** have a UEI and is not registered in SAM.gov

PAGE 8 →



If your entity has inactive
SAM.gov account.

If you have an active or inactive
registration in SAM.gov today, you've
already been assigned a Unique Entity
ID (SAM). It's viewable on your entity
registration record in SAM.gov.



Go to www.SAM.gov.

Click on the **highlighted** part to find your UEI.



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.



Login to www.SAM.gov.

In your Workspace, select the title of the "Entities" widget.

Entities

1
ACTIVE
REGISTRATION

1
WORK IN
PROGRESS REGISTRATION

0
SUBMITTED
REGISTRATION

1
ID
ASSIGNED

0
PENDING
ID
ASSIGNMENT

Next Update Due: **Mar 7, 2023** | Due in Next 30 days: **0 Entities**

Register Your Entity or Get a Unique Entity ID

[What do I need for registration?](#)

Get Started

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity?](#)

Renew/Update



A list of your entities is displayed. The Unique Entity ID is shown on the left side of the list.

Screenshot of the SAM Registration Guide interface showing a list of entities.

Left Sidebar:

- Show Workspace For Non-Federal Entities
 - Non-Federal Entities
 - BioPreferred Reporting
 - Service Contract Reporting
- Filter By
 - Search by Keyword
 - Search By Entity
 - Search By Status
 - ☐ Work in Progress Registration
 - ☐ Submitted Registration
 - ☒ Active Registration
 - ☐ Inactive Registration
 - ☐ ID Assigned
 - ☐ Pending ID Assignment
 - Expiration Date
 - Search by FSD Number
 - Address Update
- Reset

Main Content Area:

Results per page: 25. Sort by: Expiration Date Ascending.

Entity 1: **LLC** • Active Registration

- Unique Entity ID: [Red Arrow points to this field]
- Purpose of Registration: Federal Assistance Awards
- Expiration Date: Mar 7, 2023
- CAGE/NCAGE: (blank)
- Physical Address: Brooklyn, NY USA

Entity 2: **LLC** • Work in Progress Registration

- Unique Entity ID: [Red Arrow points to this field]
- Purpose of Registration: Federal Assistance Awards
- Expiration Date: (blank)
- CAGE/NCAGE: (blank)
- Address: Brooklyn, NY USA
- TIN... CAGE...

Entity 3: **LLC** • ID Assigned

- Unique Entity ID: [Red Arrow points to this field]
- Physical Address: GRAND RAPIDS, MI US
- Expiration Date: (blank)
- Validation Required (Warning icon)



If your entity **does not** have a
UEI and **is not** registered in
SAM.gov

You can get a Unique Entity ID (SAM) for your entity on SAM.gov. The Unique Entity ID (SAM) is provided to entities who request to only get a Unique Entity ID (SAM) and to entities who complete an entity registration.



If you **do not have** a SAM.gov account, you will need to create one.

SAM.gov uses Login.gov for authentication. Provide all required information on the registration process. Once you create your user credentials, you will return to SAM.gov to complete your profile.



The image shows the SAM.gov login screen. At the top, there is a diagram with three icons: a person, a shield with a keyhole, and a computer monitor with a person icon, connected by lines. Below this, the text reads: "sam.gov is using Login.gov to allow you to sign in to your account safely and securely." The form includes an "Email address" field, a "Password" field, and a "Show password" checkbox. At the bottom, there are two buttons: "Sign in" (blue) and "Create an account" (white with a blue border). A red hand-drawn arrow points from the text area to the "Create an account" button.

Sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password ☐ Show password

Sign in

Create an account




Enter your email address, accept the Rules of Use, then click on the “Submit” button.

Once you submit your email address, you should see a message to check your email.



LOGIN.GOV

SAM.GOV®

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☐ Check this box to accept the Login.gov [Rules of Use](#)

Submit

LOGIN.GOV

SAM.GOV®



When you receive an email from login.gov to confirm your email address, follow the instructions. When you follow the provided link, it will take you to a screen that asks you to create a password. Create a strong password and click on "Continue".

***Note that the link provided for you to confirm your email address will expire in 24 hours.**

The screenshot shows the SAM registration interface. At the top, there are logos for LOGIN.GOV and SAM (SYSTEM FOR ACQUISITION MANAGEMENT). A green notification box at the top states: "You have confirmed your email address". Below this, the heading "Create a strong password" is displayed, followed by the instruction: "It must be at least 9 characters long and not be a commonly used password. That's it!". A password input field is shown with 12 dots representing the characters. To the right of the input field is a "Show password" toggle with an unchecked checkbox. Below the input field is a green progress bar and the text "Password strength: Great!". A blue "Continue" button is positioned below the progress bar. At the bottom of the form, there is a link for "Password safety tips" with a plus icon, and a link to "Cancel account creation" with a left arrow icon.



After you create a login.gov password, the next screen will ask you to select a second layer of security. You may select one of five options. Options are in order of more secure (Security key) to least secure (Backup codes).

The recommended "Authentication application" is a secure option to receive codes because it is harder to intercept than texts or phone calls. With this selection you will receive codes from an app on your phone, computer, or tablet.


The less secure "Phone" option enables you to receive security codes by text message (SMS) or phone call.

Make your single selection and click on the "Continue" button.



Authentication method setup

Add a second layer of security so only you can sign in to your account.

 Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

☐ **Security key**

Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

MORE SECURE

☐ **Government employee ID**

Insert your government or military PIV or CAC card and enter your PIN.

MORE SECURE

☒ **Authentication application**

Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

SECURE

☐ **Phone**

Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.

LESS SECURE

☐ **Backup codes**

We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

LEAST SECURE

Continue





If you choose the “Authentication application” option, then you will be prompted to set up an authentication app.

Follow the steps to set up this application and click “Submit”.



Add an authentication app

Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

1 Give it a nickname

If you add more than one app, you'll know which ones which.

2 Open your authentication app

3 Scan this QR barcode with your app



Or enter this code manually into your authentication app

R2QPJN7XIXRMW126FJCUR7SZVN4MB106

[Copy](#)

4 Enter the temporary code from your app

Submit

☒ Remember this browser

[Choose another option](#)



If you choose to receive your security code by “Phone” then you will see the screen to the left.

Provide your phone number and select either “Text message (SMS)” or “Phone call” then click “Send code”.

LOGIN.GOV | SAM.GOV

Enter your security code

We sent a security code to +1 720-585-4999. This code will expire in 10 minutes.

One-time security code

Submit

Get another code ☒ Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)

LOGIN.GOV | SAM.GOV

Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**.

Message and data rates may apply. Please do not use web based (VOIP) phone services.

Phone number
Example: (201) 555 0123

How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

☒ Text message (SMS) ☐ Phone call

[Mobile terms of service](#)

Send code

[Choose another option](#)

Login.gov will send you a security code via text momentarily with this option.

Enter the security code that you received by text when you are prompted to do so on screen and click the “Submit” button.



You will then be notified that you are signing in to SAM.gov for the first time.

Click on the "Agree and continue" button.

LOGIN.GOV | SAM.GOV®

Rules of Use

We've updated our [Rules of Use](#). Please review and check the box below to continue.

Rules of Use:

- Explain how the Login.gov service works and what you can expect from it,
- The terms under which we provide the Login.gov service to you,
- How we use your information and your rights to that information, and
- The conditions you agree to when you take certain actions on the Login.gov service.

☒ Check this box to accept the Login.gov [Rules of Use](#)

Continue

[Cancel](#)

LOGIN.GOV | SAM.GOV®

✓ A phone was added to your account.

You are now signing in for the first time

We'll share this information with **sam.gov**:

✓ **Email address**
tweedie.doe@ec.doe.gov

sam.gov will only use this information to connect to your account

Agree and continue

Read the Rules of Use, check the box to accept, then click on the "Continue" button.



Next, provide your name, email and phone number to complete your profile in SAM.gov. Click "Submit" when ready.

The screenshot shows the SAM.gov website interface. At the top, there is a navigation bar with the SAM.GOV logo and links for Home, Search, Data Bank, Data Services, and Help. On the right, there are links for Requests and Notifications. The main content area is titled "Complete Your Profile" and includes a congratulatory message. Below this, there are sections for "Name and Email" and "Business Phone (Optional)". The "Name and Email" section has input fields for First Name (containing "Tweedie"), Last Name (containing "Doe"), and Email (redacted). The "Business Phone (Optional)" section has input fields for Country Code (containing "1"), Phone (redacted), and Extension (containing "ext: 1234"). At the bottom right, there are two buttons: "Submit" (blue) and "Cancel" (white). A large red arrow points to the "Submit" button.

SAM.GOV

Home Search Data Bank Data Services Help

Requests Notifications

Complete Your Profile

Congratulations! You have a login.gov account. To use your account at this website, complete the following fields. Unless marked as optional, all fields are required.

Name and Email

First Name

Tweedie

Last Name

Doe

Email

[Redacted]

Business Phone (Optional)

Country Code is 1 for USA and North America

Country Code	Phone	Extension
1	[Redacted]	ext: 1234

Submit

Cancel



You may complete an optional Request Role form by providing the requested details.

If you choose to skip this step and request a role later, click "Skip and Finish", otherwise click "Finish" to submit your role request. Either option will advance to the next screen.

Note: under "Role", there is a drop-down menu where you may Select a Role.

Request Role (Optional)

Note: If you know that you need a role, you may request it now. All fields are required to submit a request. You may also choose to skip this step and request a role a later time.

Request Details

Entity

Required

To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (DUNS or [more](#))

Enter DUNS, UEI, LBN, CAGE, DoDAAC, or Office Code

Role

Required

The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your [more](#)

Select a Role

Domain

Required

You may select more than one domain, if appropriate.

Select a Domain

Additional Details

Required

Provide additional details about your position and why you need the requested role to help your administrator make the appropriate [more](#)

Role

Required

The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your [more](#)

Select a Role

Select a Role

Entity Reporting

Data Entry

Viewer

Entity Registration

Data Entry

Viewer

Contracts

Data Entry

Viewer

Skip and Finish

Finish



On this screen, your “Workspace” will display information on your SAM account activities, including your entity registration and Unique Entity ID (UEI) status. Click on “**Get Started**”.

Workspace


Entities

3	1	1	2	9
ACTIVE REGISTRATION	WORK IN PROGRESS REGISTRATION	SUBMITTED REGISTRATION	ID ASSIGNED	PENDING ID ASSIGNMENT

Next Update Due: **Mar 7, 2023** | Due in Next 30 days: **0 Entities**

Register Your Entity or Get a Unique Entity ID

[What do I need for registration?](#)

 **Get Started**


Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity](#)

Renew/Update

Profile



Downloads

Saved Searches

Following

Pending Requests

No pending requests

[See All](#)


Notifications

No available notifications

[See All](#)

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.





Choose the third option ' **Get Unique Entity ID Only**'

What do you want to do?

Choose what you need and we will show you what information to prepare.

☐ Register for Financial Assistance Awards Only

- To apply for grants and loans as described by 2 CFR 200. [↗](#)
- Includes getting a Unique Entity ID and entity registration.



☐ Register for All Awards

- To bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR). [↗](#)
- To apply for grants and loans as described by 2 CFR 200. [↗](#)



☒ Get a Unique Entity ID Only

- May be required to report subawards, such as federal subcontracts or sub-grants
- You will get a Unique Entity ID. This is NOT an entity registration.



[What's the difference between getting a UEI only and registration ↗](#)



What do I need for registration?
Download our guide.

Download



On the second step provide your entity information

1

2

3

4

Get StartedValidate EntityGet Unique Entity IDDone

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country



Provide the official physical address of your entity

Physical Address

Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

 × ▼

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State



Once you provide all required information, you can select receive Unique Entity ID

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

VERMONT COOPERATIVE CO-OP LLC
100 COOPERATIVE DR
WATERBURY, VT 05671-1000
USA

☒ **Include in public search**

This means your registration status, legal business name and other non-sensitive information can be displayed on SAM.gov user. If you feel the public display of your basic entity information is a threat or danger to you or your organization, you can restrict your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will be available to other non-federal entities or state and local government users who do business with you. Certain programs may require you to be in the public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. Learn more about [SAM.gov public search](#).

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

☒ I certify that I am authorized to conduct transactions on behalf of the entity.


Receive Unique Entity ID




To **apply for federal assistance**, an entity must be registered with SAM, choose the first option to register your entity.

What do you want to do?


Choose what you need and we will show you what information to prepare.

☒ **Register for Financial Assistance Awards Only**

- To apply for grants and loans as described by 2 CFR 200. [↗](#)
- Includes getting a Unique Entity ID and entity registration.


☐ **Register for All Awards**

- To bid on federal contracts and other procurements, as described by the [Federal Acquisition Regulation \(FAR\)](#). [↗](#)
- To apply for grants and loans as described by 2 CFR 200. [↗](#)

☐ **Get a Unique Entity ID Only**

- May be required to report subawards, such as federal subcontracts or sub-grants
- You will get a Unique Entity ID. This is NOT an entity registration.

[What's the difference between getting a UEI only and registration ↗](#)

**What do I need for registration?**

Download our guide.

Download



When you click on “Register Entity” in the previous screen, you will see this screen that outlines the next important steps to register your entity.

After reviewing, click **“Start Registration”**.

SAM.GOV

Home Search Databank Data Services Help

Register Entity

- Overview
- Purpose of Registration
- Core Data
- Representations and Certifications
- Points of Contact
- Submit Registration

[Back to Workspace](#)

Overview

Registration Overview

SAM Entity Management registrants are required to submit detailed information on their entity in the following categories, depending on the purpose of the registration:

- Core Data**
Mandatory for all registration types. Includes, but is not limited to, an entity's Unique Entity ID (DUNS) and/or DoDMAC, name, address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved.
- Assertions**
Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.
- Representations & Certifications**
Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect Engineer Responses (SF330 Part II).
- Points of Contact**
Mandatory for all registration types. The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.

Notes:

An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

START REGISTRATION



Register Entity

Overview

Purpose of Registration

Determine Purpose

Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Registration

[Back to Workspace](#)

Purpose of Registration

Determine Purpose of Registration

Page Description

This page will help you determine your entity's purpose of registration. First, select what type of entity you are registering in SAM. Then state why you are registering. Based on your response, you will complete different registration sections.

If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in [FAR 52.204-7 System for Award Management](#).

If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

What type of entity are you registering?*

☐ Business or Organization

☐ U.S. Federal Government

☐ U.S. State Government

☐ U.S. Local Government

☒ Tribal Government

☐ Foreign Government

Why are you registering this entity to do business with the U.S. government? *

☒ I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.

☐ I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

[Cancel](#) [Previous](#) [Next](#)

You will now begin the entity registration process, starting with identifying the purpose for registering your entity.

Tip: Read the “Page Description” thoroughly. The following sections and required information are specific to the selections made on this page.

Click on “**Next**” to advance..



Once you've completed the preceding section, you will advance to "Submit Registration". Here you will need to do a final review of the entity information entered in all prior sections of the entity registration.

If changes need to be made, click the "Edit" button located in the upper right corner of each section (circled in image below).

Register Entity

- Overview
- Purpose of Registration
- Core Data
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Registration**
- Entity Review

[Back to Workspace](#)

Submit Registration Us Test Company 549

Entity Review DUNS: 362261773

Page Description

You have completed all sections of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, select Submit.

DUNS Number: 362261773

D&B Legal Business Name: Us Test Company 549

Doing Business As: US FICTITIOUS COMPANY 549

Core Data

Business & TIN Information: EDIT

Business Information:

Business Start Date: 06/11/2021

Fiscal Year End Close Date: 12/31

Company Division Name:

Company Division Number:

Corporate URL:



At the bottom of the “Entity Review” page, after all entity information has been reviewed, click the “SUBMIT” button to complete your entity registration.

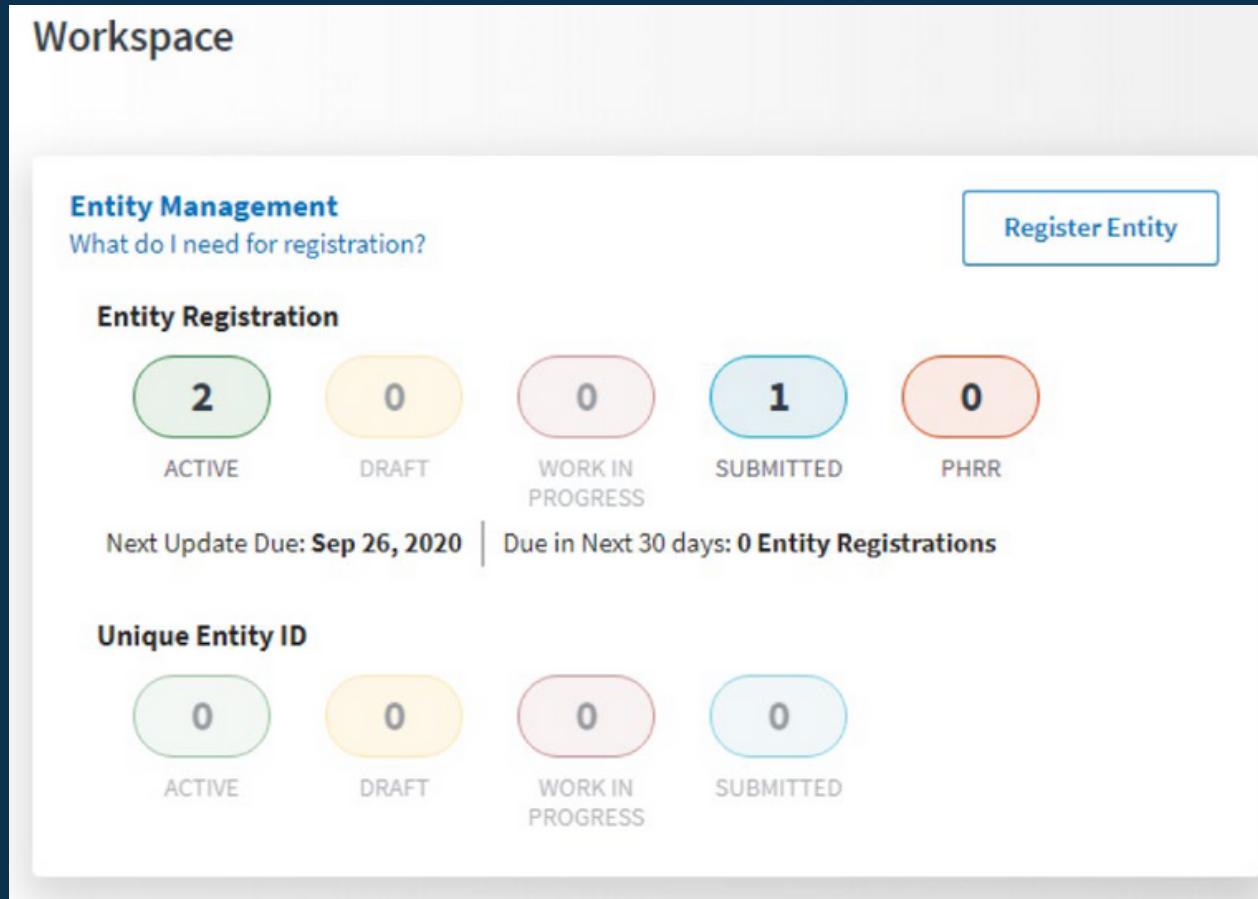
You are now finished with registering your entity in SAM.gov.

By submitting this registration, you are certifying the information is accurate and complete. Knowingly providing false or misleading information may result in criminal prosecution under Section 1001, Title 18 of the United States Code. Criminal Penalties could include imposition of a fine, imprisonment, or both. You may be subject to other penalties as well, including, but not limited to, administrative remedies, such as suspension and debarment; ineligibility to participate in programs conducted under the authority of the Small Business Act; or civil liability under the False Claims Act.



In your Workspace you can view your entity and track the registration status. Your registration will remain in the “Submitted” stage until it passes external validations, at which point the entity registration will become **“Active”**.

Your entity’s Unique Entity ID (SAM) is automatically assigned when the entity is put into the “Active” status after passing validation. You will then be able to view your Unique Entity ID (SAM) in your Workspace.





Have a question?

For SAM.gov question please click on the
HELP section at www.sam.gov.

If you need additional information on SAM
registration contact us at
PristinaGrants@state.gov.